

# CEA



## CAREER EXECUTIVE ASSIGNMENT

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California State Government Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the laws of the State, the rules governing civil service, and the special trust placed in public servants.

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### EXAMINATION ANNOUNCEMENT

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DEPARTMENT:	<b>CALIFORNIA CONSERVATION CORPS (CCC)</b>
LEVEL:	<b>CEA, LEVEL 2</b>
POSITION TITLE:	<b>CHIEF, ADMINISTRATION DIVISION</b>
POSITION LOCATION:	<b>SACRAMENTO, HEADQUARTERS</b>
SALARY:	<b>\$7302 - \$8051</b>

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FINAL FILING DATE:	<b>September 29, 2006</b>
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### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Deputy Director, the Chief, Administration Division (Chief) has overall responsibility for managing the division and the department's budget, accounting, business services, human resources, and information technology areas. The Chief works closely with the State's control agencies, all levels of government; the private sector; and the CCC's Director, Division Chiefs, and District Directors.

This position plans and directs the following departmental activities: budget and accounting, business services (including procurement, fleet administration, telecommunications, property and records management, facilities management, and capital outlay), contracting, human resources (including classification and pay, selection and examinations, health and safety, labor relations and negotiations, grievances, disciplinary actions, employee assistance program, payroll and benefits, workers' compensation, drug and alcohol prevention, and workplace violence), training, and information technology. In addition, the position supports the activities of the Division and the CCC's programs, including carrying out personnel, fiscal, and workload planning; developing legislative proposals; testifying before the Legislature; and representing the department in various forums with various entities.

Release Date: August 23, 2006

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

### Either I

Must be a civil service employee with permanent civil service status.

### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined by Government Code Section 18990.

### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined by Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; use of information technology to achieve organizational objectives; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative and other matters; recognize and understand the political environment and consequence of actions; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's EEO objectives.

These knowledge and abilities are expected to be obtained from broad managerial experience with substantial participation in the formulation, operation, evaluation and/or implementation of program policies. (Experience may have been paid or volunteer; in State service, other government settings or in a private organization).

## ADDITIONAL DESIRABLE QUALIFICATIONS

- Knowledge of the State of California's budget, accounting, business services, human resources, and information systems functions (including all of the activities listed above under duties/responsibilities).
- Bachelor's or Master's degree in business or public administration.
- Experience working with federal, state, and local government entities, and nonprofit organizations.

## SPECIAL PERSONAL CHARACTERISTICS

Integrity, flexibility, dependability, initiative, sound judgment, and excellent interpersonal skills.

## FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) **with civil service titles and dates** of experience
- A Statement of Qualifications. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the screening criteria. The statement must not be more than two pages in length.
- A Resume

The application, Statement of Qualifications, and resume must be submitted to:

**California Conservation Corps**, Exam Unit, Attn: Ann Dickey, 1719 - 24<sup>th</sup> Street, Sacramento, CA 95816.

Questions regarding this examination should be directed to Ann Dickey at (916) 341-3222.

Application, Statement of Qualifications, and resume must be received or postmarked by Friday, September 15, 2006. Interagency mail received after this date will not be accepted.

## EXAMINATION INFORMATION

The CCC has established specific job-related screening criteria for application review. The CCC shall compare each candidate's qualifications for the position against the screening criteria and against the qualifications of all other candidates applying for the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of their examination result.

## SCREENING CRITERIA

The Statement of Qualifications must indicate your total years of experience [and civil service classification(s) - not your working title] performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the evaluation are:

- Education
  - ✓ List degrees obtained and dates received
  - ✓ List licenses/certificates and dates received
- Number of years of experience in budget, accounting, business services, human resources, and information technology (including the activities listed above under duties/responsibilities)
  - ✓ List the level, extent and nature of the experience
- Number of years of experience managing other managers and supervisors, and the daily operations of an organization
  - ✓ List the level, extent and nature of the experience
- Number of years involved with and the type of external contacts (e.g., Legislature, Legislative Analyst's Office, Governor's Office, Agency, Department of Finance, Department of General Services, Department of Personnel Administration, State Personnel Board, and other control agencies)
  - ✓ List the level, extent and nature of those contacts
- Experience making high level decisions on sensitive issues
  - ✓ List the level, extent and nature of those decisions
- Familiarity with natural resource issues, programs and organizations, and youth/young adult issues, problems and programs